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24 June 1954

OFFICE OF PERSONNEL MEMORANDUM NO. 20-615-2 (Supplement 1)

SUBJECT: Commendatory Letters for Personnel Retiring from Federal Service

1. The Director of Central Intelligence has expressed his desire to sign commendatory letters for personnel who terminate their CIA employment in order to retire from the Federal service. He has indicated his willingness to sign such letters, even when an individual's service in CIA is only a limited part of his over-all Government service.

2. ^{Dep. & Security} The ~~Employee Services~~ Division ^{ECB per 57-57} (ESD) will ordinarily prepare an appropriate letter, to be signed by the Director, for each individual who retires with eligibility for an immediate annuity, unless the operating official concerned or the Director of Security objects on security grounds. Letters will not ordinarily be prepared if there is documentary evidence of deficient performance or improper conduct on record in the individual's Official Personnel Folder. A letter will also be prepared when an employee is retired for disability if there is a reasonable expectation that the retirement will be permanent.

3. As soon as ESD receives an application for retirement or becomes aware of an employee's intention to retire, the employee's eligibility for retirement will be evaluated. Any doubt concerning the creditability of the employee's service will be resolved by contacting the Retirement Division, Civil Service Commission. At the same time, a commendatory letter will be prepared and processed as follows:

a. A check will be made with the Security Control Staff (SCS) and the operating official concerned in order to determine if the Security Office and the operating office approve the presentation of a commendatory letter. ESD will also determine through these offices whether there are any security problems involved in the event the employee later displays the letter to prospective employers or other individuals outside the Agency.

b. If there are no objections interposed by SCS or the operating office, a letter will be prepared in a manner which reflects any unusual features of outstanding or singular accomplishment. These comments may relate to service in the CIA or they may concern achievements in previous Governmental service, to the extent that such information is noteworthy and is documented in the employee's Official Personnel Folder. A form-letter type can be utilized in most cases, although each letter should contain some personal element or elements pertaining specifically to the service of the individual. In appropriate cases, the letter will be coordinated with SCS and the operating office concerned following its completion.

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c. If the proposed date of the employee's termination permits a formal presentation ceremony prior to his departure, ESD will determine whether the operating office desires to make such a presentation and, if so, offer its assistance in arranging the ceremony.

4. The commendatory letter will be forwarded to the Office of the AD/P for his approval and submission to the Director.

a. An accompanying transmittal to the DCI will contain any significant information which would be of probable interest to the Director and will indicate that the Office of Personnel will forward the letter to the employee concerned unless the Director desires to transmit the commendation.

b. ESD will advise the AD/P in writing of the following:

- (1) Names of officials concurring in the submission of the letter.
- (2) Any significant comments of SCS and the operating office concerned.
- (3) Whether or not the operating office contemplates a formal presentation.
- (4) Whether the commendation will be presented to the employee before or after he leaves the Agency.
- (5) Any other information which may have a bearing on the feasibility of requesting the Director to sign the proposed letter.


George E. Meloon
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for Personnel

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